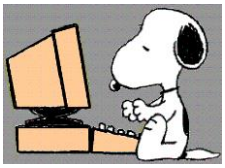
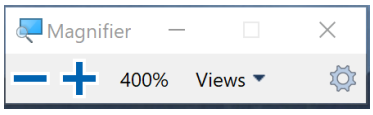
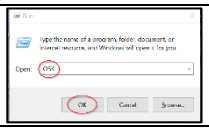


Keyboard Shortcuts

Press these keys:	To do this:
Ctrl + C	Copy
Ctrl + X	Cut
Ctrl + V	Paste
Ctrl + Z	Undo
Ctrl + P	Print
Ctrl + A	Selects all items in a document or window
Ctrl + B	Bold
Ctrl + [	Highlight your typing and press this to shrink your font
Ctrl +]	Highlight your writing and press this to enlarge your font
Ctrl + Esc	Brings up the start menu
Ctrl + Shift + T	Reopens a browser with the tabs you previously had open
+ D	Brings you to your desktop
+ L	Locks your computer – you must log in to reopen it or turn it off and on again
+ . or +	This will open a selection of emoji's (in Windows 10)
Ctrl + + (plus key)	Zooms in when in you are in an internet browser
Ctrl + - (minus key)	Zooms out when you are in an internet browser
+ +	Creates a magnifying glass to enlarge selections (you may need to click on Views and then Lens to get the lens: 
+ ↑	Maximizes the window that you are working in
+ ↓	Minimizes the window that you are working in
+ R Type OSK	This will give you an On-Screen Keyboard 
+ →	Will make your window move to the right half of the screen. If you have more than one window open you can click on a remaining window to make it take up the left side of the screen.
+ ←	Will make your window move to the left half of the screen.
+ Shift + S	Allows you to take a screen shot. Use CTRL + Shift to paste it somewhere

For more keyboard shortcuts, please visit: http://bit.ly/2h9McFK